

**May 15, 2003**

**WEST VIRGINIA BULLETIN NO. WV-250-3-6**

**SUBJECT: FNM – Conservation Planning Time Charges in TCAS**

**Purpose:** To provide instructions for charging conservation planning assistance related to Farm Bill and other programs.

**Expiration Date:** This bulletin expires December 31, 2003.

**Effective immediately, any employee providing conservation planning assistance for the CCC programs, will assure that this time and progress is charged to Conservation Technical Assistance (“CTA –General” or “CTA-GLC”), also known as “01”. This will include time charged in Web-TCAS and associated progress items reported in PRMS.**

**Planning assistance includes the first seven steps of the conservation planning process used by NRCS and defined in the Conservation Planning Procedures Handbook, Section 600.11. The first seven steps are as follows:**

- 1. Identify problems and opportunities,**
- 2. determine objectives,**
- 3. inventory resources,**
- 4. analyze resource data,**
- 5. formulate alternatives,**
- 6. evaluate alternatives, and**
- 7. make decisions.**

**Application assistance and follow up are included in Steps 8 and 9 of the NRCS conservation planning process. Time and progress for these activities will be charged to the benefiting program.**

**Exceptions to the above policy are the Conservation Reserve Program (CRP), Wetland Reserve Program (WRP), and Watershed Surveys and Planning. For these programs, continue to charge all of the conservation planning assistance and related progress in PRMS to the benefiting program.**

**Planning assistance on grazing lands should continue to be charged to CTA-Grazing Land Conservation (CTA-GLC). If the landowner enters into an EQIP contract (or other CCC program), then technical assistance provided on the cost shared practices would be charged to EQIP (or the other CCC program).**

**Technical assistance provided for non-cost shared practices that are not part of a CCC contract should be charged to CTA-General or CTA-GLC, unless done under another NRCS program such as Watersheds, etc.**

**If you have any questions on the conference, please contact Jim Piper, at (304) 284-7543**

**LILLIAN V. WOODS  
State Conservationist**

**DIST: E**